Instructions to the Authors

General Information

Submissions to Acta zoologica bulgarica can be works with subject matter dealing with the basic fields of zoology, ecology of aquatic and land animals, parasitology, biology of development, population genetics, animal evolution, and new methodical contributions in zoology. Manuscripts are accepted on the assumption that they have not been published elsewhere nor have been submitted for publication in any other journal. Manuscripts must conform strictly with the instructions to authors and will be sent to the editor. Papers with systematic content should follow the International Code of Zoological Nomenclature. Incoming manuscripts are initially judged by the editor. If the manuscript is acceptable in principle, it will be forwarded to referees for evaluation. After final edition and approval by the editorial board, the manuscript will be accepted for publication. The editor reserves the right to make editorial changes. Authors agree, after the manuscript's acceptance, with the transfer of copyright to publisher. Manuscripts, proofs, reviews, etc., concerning editorial matters should be addressed to the Editorial Office.

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Manuscripts must be submitted in correct English on a data medium (CD or mail) for PC. The following formats are accepted: Winword, Word Perfect, InDesign. The text should be left-justified, with font size 12, without column or page breaks, double-spaced (about 30 lines per page), without word hyphenations at the end of lines, on one side of A4 (210 x 297 mm) paper with margins at least 30 mm on each side. The pages must be numbered in Arabic numerals. Positions within the text of figures and tables should be indicated. Generic and specific names must be cited completely once in the text and should be typed in italic. Family names of authors of taxa and for publications listed in reference must be in SMALL CAPITALS, but never for collectors, preparators, acknowledgements, etc.

Three categories of contributions are published in Acta zoologica bulgarica with the following volume of standard manuscript pages:
1. Research papers: 20 pages maximum long including the list of literature, figures, captions to figures and tables (on separate sheets);
2. Review papers (invited or consulting with editor before submitting): 10-25 pages; 3. Book reviews: 2-3 pages. Information about scientific events past or forthcoming will also be accepted.

The manuscripts should conform to the following format:

Title: It should be concise but enough informative. Author(s) and date of scientific taxa should be avoided. In papers dealing with lower taxa, the higher ones should be noted in the title.

Author(s): Full first name(s), middle initials and surname(s) in small capitals.

Address(es): As complete as possible, including e-mail address(es).

Abstract: It should consist of only one paragraph of up to 15 lines, briefly describing main results and conclusions with no description of methods, discussions, references and abbreviations.

Key words: Normally 3-6 items suitable for information-retrieval system.

The standard order of sections should be: Introduction, Material and Methods, Results, Discussion (or Results and Discussion), Conclusions (optional), Acknowledgements, References.

Tables: They must not repeat information already presented in the figures or in the text. Each table must be self-explanatory and as simple as possible, it should be double-spaced within an A4 page size. No fold-outs are accepted. Tables must be numbered consecutively. They should be typed on separate sheets and enclosed after the bibliography. An explanatory caption, located on the top of the table, should be provided.

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Each citation in the text (including synonymy lists) must be accompanied by a full reference in the list of references and vice versa. The text citations are as follows: BUresh, ZONKOV (1941) or (BUresh 1941: 35) or (BUresh 1941) or (BUresh 1941, IVANOV 1996, PETROV 1956) or BUresh et al. (1949), if three authors or more. The references should start on a separate page. They should be arranged alphabetically by the author’s family name(s), and chronologically. In case of papers written in other than Latin letters, if there is an English (or German, or French) title in the summary, it may be used. If there is not such a summary, the author’s name must be transcribed (using Anglo-American transcription) and the title of the paper must be translated into English. This should be noted in round brackets at the end of the paragraph, for instance: (In Bulgarian, English summary).

The reference list is as follows:

Author A. V. 1990a. Title of the article. – Full title of the journal, 56 (3): 35-105. (In English, Bulgarian summary)
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Author A. V., B. B. Author and C. P. Author 1990a. Title of the article. – Full title of the journal, 56 (1): 35-105.

Corrections

The (senior) author will receive only one proof for checking (a paper copy or PDF file). Only printer errors may be corrected. Corrections must be carried out within two weeks. The corrected version should be sent back to the journal editor (corrected files on diskettes or other electronic medium, together with the printed version).
## CONTENTS

### TAXONOMY, FAUNISTICS AND ZOOGEOGRAPHY

**Betchev D., A. Pavlova** – *Greenomyia tomovi* sp. n. from Bulgaria (Diptera: Mycetophilidae: Leinae) and a Key to the Palaeartic Species of the Genus ................................................................. 109

**Georgiev D.** – New Taxa of Hydrobiidae (Gastropoda: Rissooidea) from Bulgarian Cave and Spring Waters ...... 113

**Georgiev G., P. Mirchev, M. Georgieva, B. Rossnev, P. Petkov, M. Matova, S. Kitanova** – First Record of Entomopathogenic Fungus *Entomophaga maimaiga* Humber, Shimazu and Soper (Entomophthorales: Entomophthoraceae) in *Lymnantria dispar* (L.) (Lepidoptera: Lymnantridae) in Turkey ......................................................... 123

**Kosal Şahin S.** – Gastropod Species Distribution and its Relation with some Physico-chemical Parameters of the Malatya’s Streams (East Anatolia, Turkey) ................................................................. 129

### TERRESTRIAL ECOLOGY AND BEHAVIOUR

**Simionovska-Nikolova D.** – Neighbour Relationships and Spacing Behaviour of Mound-building Mouse, *Mus spicilegus* (Mammalia: Rodentia) in Summer ................................................................. 135

**Rachev A., D. Zlatanova, D. Peshev, E. Markova** – Camera Traps Recorded Use of Sett Sites by Badgers (*Meles meles* L., Mammalia) in Different Habitats ................................................................. 145

**Kart Gür M.** – Modification of Optic Stowaway Tidbits Used for Long Term Measurement of Body Temperature in Animals ......................................................................................................................................... 151

### AQUATIC BIOLOGY AND ECOLOGY

**Solntsev G., V. Rodionov** – Structural and Functional Organization of Sound-Generation and Sound-Perception Organs in Dolphins ........................................................................................................... 159

**Dobrovolov L., P. Ivanova, Zh. Georgiev, M. Panayotova V. Raykov, V. Nikolov** – Allozyme Variation and Genetic Identification of Shad Species (Pisces: Clupeidae, Genus *Alosa*) Along Bulgarian Black Sea Coast ...... 175

**Shwetha A Dube, B. B. Hosetti** – Effect of Exposure to Sublethal Concentrations of Zinc Cyanide on the Tissue ATPase Activity in the Fresh Water Fish, *Cirrhinus mrigala* (Ham)... ......................................................... 185

**Raikova-Petrova G., N. Hamwi, Iv. Petrov** – Spawning, Sex Ratio and Relationship between Fecundity, Length, Weight and Age of Chub (*Squalius cephalus* L., 1758) in the Middle Stream of Iskar River (Bulgaria) ......................................................... 191

### EXPERIMENTAL ZOOLOGY

**Nikolova S., E. Ivanova** – Genetic Variability in a Local Bulgarian Honey Bee Population ................................................. 199

### SHORT COMMUNICATIONS

**Kechev M.** – Long-Legged Flies (Diptera: Dolichopodidae) from the Upper Thracian Plain New to Bulgaria: Habitats and Distribution ................................................................. 205

**Karakas R.** – Does Black-Winged Kite *Elanus caeruleus* (Desfontaines, 1789) Have an Expansion in its Range in Turkey? ................................................................. 209

**Danışman T., İ. Coşar, M. Erdek, Z. Sancak** – A contribution to the Knowledge of Turkish Jumping Spider Fauna (Araneae: Salticidae) ........................................................................................................... 215

### BOOK REVIEW

**Golemansky V.** – Petar Beron 2011: Biodiversity Of Western Rhodopes (Bulgaria and Greece). II .............. 112